

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages 1 17
2. Amendment/Modification Number <b>No. 2</b>	3. Effective Date See Block 16C	4. Requisition/Purchase Request No.		5. Solicitation Caption: <b>Regional Evacuation Traffic Monitoring and Management</b>
6. Issued By: District Department of Transportation Office of Contracting and Procurement 2000 14th Street, N.W. 6th Floor Washington, D.C. 20009		Code	7. Administered By (If other than line 6) Office of Contracting and Procurement Bid Room Frank D. Reeves Municipal Center 2000 14th Street, N.W., 3rd Floor Washington, D.C. 20009	
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			(X)	9A. Amendment of Solicitation No. <b>DCKA-2007-R-0081</b>
				9B. Dated (See Item 11) <b>3/7/2007</b>
				10A. Modification of Contract/Order No.
				10B. Dated (See Item 13)
Code	Facility			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>2</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. Accounting and Appropriation Data (If Required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14				
A. This change order is issued pursuant to: (Specify Authority)				
The changes set forth in Item 14 are made in the contract/order no. in item 10A.				
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.				
C. This supplemental agreement is entered into pursuant to authority of:				
D. Other (Specify type of modification and authority)				
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>2</u> copies to the issuing office.				
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)				
<b>The purpose of this Amendment is to provide interested prospective vendors a response to questions from the Pre-Proposal Conference held on March 22, 2007 as follows:</b>				

### REQUEST FOR PROPOSALS

DELETE Section L - pages 32 - 42 in its entirety and REPLACE with pages 32-R through 42-R.

#### "PRE-PROPOSAL CONFERENCE QUESTIONS"

ATTACHED are twenty two (22) Questions and Answers regarding the Pre-proposal Conference (4 pages).

Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect

15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer <b>Jerry M. Carter</b>	
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia	16C. Date Signed
(Signature of person authorized to sign)		(Signature of Contracting Officer)	<b>3/30/2007</b>

## **SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

### **L.1 CONTRACT AWARD**

#### **L.1.1 Most Advantageous to the District:**

The District intends to award s single contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

#### **L.1.2 Initial Offers**

The District may award a contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the offeror' s best terms from a standpoint of cost or price, technical and other factors.

### **L.2 PRE-PROPOSAL CONFERENCE**

L.2.1 A pre-proposal conference will be held at 10:30 A.M. on March 22, 2007 at the 3<sup>rd</sup> Floor Bid Conference Room, Frank D. Reeves Municipal Center, 2000 14<sup>th</sup> Street, NW, Washington, DC. Prospective Offerors will be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from Offerors on the solicitation document as well as to clarify the contents of the solicitation. Attending Offerors must complete the pre-proposal conference Attendance Roster at the conference so that their attendance can be properly recorded.

L.2.2 Impromptu questions will be permitted and spontaneous answers will be provided at the District' s discretion. Verbal answers given at the pre-proposal conference are only intended for general discussion and do not represent the Department' s final position. All oral questions must be submitted in writing following the close of the pre-proposal conference but no later than five working days after the pre-proposal conference in order to generate an official answer. Official answers will be provided in writing to all prospective Offerors who are listed on the official Offerors' list as having received a copy of the solicitation. Answers will be posted on the OCP website at [www.ocp.dc.gov](http://www.ocp.dc.gov).

### **L.3 PROPOSAL FORM, ORGANIZATION AND CONTENT**

L.3.1 One original and six (6) copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals

shall be typewritten in 12 point font size on 8½” by 11” bond paper. Telephonic, telegraphic, and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. (DCKA-2007-R-0081)".

L.3.2 Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, **EVALUATION FACTORS FOR AWARD**. The Offeror shall respond to each factor in a way that will allow the District to evaluate the Offeror's response. The Offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program services and service delivery. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in the statement of work.

**L.3.3 Technical Proposal (not to exceed 50 pages)**

L.3.3.1 Technical proposals must provide a detailed description of how the Offeror intend to accomplish the tasks and meet the performance standards set forth in this RFP. The technical proposal must clearly indicate how the Offeror would proceed if awarded the contract.

L.3.3.2 The technical proposal must be organized as follows:

L.3.3.2.1 **Executive Summary (not to exceed 5 pages):** Provide an overview of the technical approach. Clearly include any assumptions made in responding to the RFP and any exceptions made in the offer. The executive summary also must identify any uncertainties and briefly explain how the Offeror intend to address those uncertainties.

**L.3.3.2.2 Work Plan:** Although a complete work plan is required thirty (30) days after award of the contract, Offeror must explain how it intends to accomplish each of the tasks set forth in Section C. The plan must clearly identify:

**L.3.3.2.2.1** The resources, including equipment, materials, and staff, necessary and available to conduct the work;

**L.3.3.2.2.2** Clear methodology for successfully accomplishing each task;

**L.3.3.2.2.3** Contingencies the contractor foresees in successfully accomplishing each task and how those contingencies can be mitigated.

**L.3.4 Staffing:**

**L.3.4.1** The Staffing section of the technical proposal must clearly describe how the Offeror intends to staff all of the tasks set forth in the RFP and how the

Offeror intends to manage staff and information to ensure that work is completed to the performance standards set forth in this RFP. If subcontractors are used, the staffing/management proposal must describe how the Offeror intends to manage and provide oversight of all subcontractor activities.

**L.3.4.2** The Offeror should identify key personnel. At a minimum, offerors must identify:

**L.3.4.3** The overall project manager, including a resume;

**L.3.4.4** The key personnel responsible for each task area set forth in Section C of this RFP, including names, title, resume and brief summaries of relevant experience; and

**L.3.4.5** The name and description of any proposed subcontracting firms, including key personnel, contact information, expertise provided to the project and relevant experience.

**L.3.5 Experience and Past Performance:**

**L.3.5.1** The Offeror must submit information describing its experience and past performance. The Offeror should include a detailed description of performance on projects of similar size and complexity including an overview of the project, tasks performed and name and contact information of the client.

**L.3.5.2** A brief description of the relevant technical or task-specific experience, including the project budget and period of performance for the project;

**L.3.5.3** A brief description of the relevant program management experience; and

**L.3.5.4** Provide an identification of the client and a point of contact, which may be used as reference.

**L.3.6 Other Required Documentation: Offerors must submit with their Technical Proposal,** a Conflict of Interest statement. The District will award contracts only to those Offerors whose objectivity is not impaired because of any related task, present, or planned interest, financial or otherwise, in organizations regulated by the District or in organizations whose interest may substantially be affected by District activities. Based on this policy:

**L.3.6.1** Offerors shall describe, in a concise manner, all past, present or planned organization, financial, contractual or other interests with organizations regulated by the District or with organizations whose interest may be substantially affected by District activities and which is related to work under this solicitation. The interest described shall include those of the Offeror, proposed consultants, proposed subcontractors and key personnel

of any of the above. Past interests will be limited to within one year of the date of the Offeror's Technical Proposal. Key personnel, for the purpose of this section only, shall include any person owning more than 20% interest in the Offeror, and shall also include the Offeror's corporate officers, its senior managers, and any employee responsible for making a decision or taking an action on this contract that could have an economic or other impact on the interest of a regulated or affected organization.

**L.3.6.2** Offerors shall describe why in light of any interests identified above, performance of the proposed contract can be accomplished in an impartial and objective manner.

**L.3.6.3** In the absence of any relevant interest identified above, the Offeror shall submit, in its proposal, that to its best knowledge and beliefs, no affiliation exists relevant to possible conflicts of interest. The Offeror must obtain the same information from potential subcontractors prior to award of a subcontract.

**L.3.7 Price Proposal**

The Offeror shall submit the price proposal consisting of the price schedule contained in Section B. In addition, the Offeror shall include a narrative stating the material assumptions utilized in developing its price proposal. The Offeror shall also provide supporting detail on its price submission for each CLIN which includes a break-down of the Offeror's price by major cost category, including, but not limited to, labor, overhead, travel cost, subcontractor, general and administrative expenses and profit. (Attachment J.5 – Cost/Price Data Requirements).

**L.3.8 Oral Presentation:**

Offerors will be scheduled to present an oral presentation of its offer. The presentation including a question/answer session at its conclusion shall not exceed one (1) hour. Information obtained during the presentation will be evaluated by the Proposal Evaluation Panel in accordance with SECTION M: EVALUATION FACTORS of the solicitation.

**L.3.9 SPECIAL CONDITIONS (SUB GRANT AWARD)**

“This Document was prepared under a grant from the Office of State and Local Government Coordination and Preparedness (SLGCP), United States Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of SLGCP or the U.S. Department of Homeland Security.”

**L.4 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS**

#### **L.4.1 Proposal Submission**

- 1) Proposals must be submitted no later than thirty (30) days from the date of the release of this RFP. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:
  - (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
  - (b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
  - (c) The proposal is the only proposal received.

#### **L.4.2 Withdrawal or Modification of Proposals**

- 1) An Offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

#### **L.4.3 Postmarks**

- 1) The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. The proposal shall be deemed mailed late, if neither postmark shows a legible date modification or request for withdrawal. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the offeror can furnish evidence from the postal authorities of timely mailing.

#### **L.4.4 Late Modifications**

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

#### **L.4.5 Late Proposals**

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

#### **L.5 EXPLANATION TO PROSPECTIVE OFFERORS**

- L.5.1** If a prospective offeror has any questions relative to this solicitation, the prospective offeror shall submit the question in writing to the contact person, identified on page one. The prospective offeror shall submit questions no later than seven (7) days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than seven (7) days before the date set for submission of proposals. The District will furnish responses promptly to all other prospective offerors. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective offerors. Oral explanations or instructions given before the award of the contract will not be binding.

#### **L.6 FAILURE TO SUBMIT OFFERS**

- L.6.1** Recipients of this RFP not responding with an offer should not return this RFP. Instead, they should advise the Contracting Officer, *District Department of Transportation, 2000 14<sup>th</sup> Street, NW, 6<sup>th</sup> Floor, Washington, DC 20009 at (202) 671-2270*; by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Contracting Officer, *District Department of Transportation* of the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Contracting Officer, *District Department of Transportation* that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

#### **L.7 RESTRICTION ON DISCLOSURE AND USE OF DATA**

- L.7.1** Offerors who include in their proposal data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

- a) "This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.
- b) If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent

consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

**L.7.2** Mark each sheet of data it wishes to restrict with the following legend:

- a) "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

## **L.8 PROPOSAL PROTESTS**

**L.8.1** Any actual or prospective offeror or contractor, who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation, which are apparent at the time set for receipt of initial proposals, shall be filed with the Board prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer for the solicitation.

## **L.9 SIGNING OF OFFERS**

**L.9.1** The offeror shall sign the offer and print or type its name on the Solicitation, Offer and Award form of this solicitation. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

## **L.10 UNNECESSARILY ELABORATE PROPOSALS**

**L.10.1** Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

## **L.11 RETENTION OF PROPOSALS**



**L.11.1** All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the offerors.

**L.12 PROPOSAL COSTS**

**L.12.1** The District is not liable for any costs incurred by the offerors in submitting proposals in response to this solicitation.

**L.13 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS**

**L.13.1** In addition to other proposal submission requirements, “Much of the information provided in the course of grant application or grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. While this information is subject to requests made pursuant to the terms of the Freedom of Information Act, 5 U.S.C. sec 552 (FOIA), all determinations concerning the release of information of this nature will be made on a case-by-case basis by the grantor (DHS), and may well likely fall within one or more of the available exemptions under the Act. Any information created exclusively for the purpose of applying for and monitoring these sub grant funds is considered to be the property of the U.S. government, and shall not otherwise be disclosed or released pursuant to state or local law or Administrator, who will forward the request to DHS.” (Section L.12.1 supersedes all other annotations of a FOIA for this proposal).

**L.13.2** The Contractor shall comply with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and 42 USC 3789(d); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities Act (ADA) of 1990; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice Nondiscrimination Regulations 28 CFR Part 42, Subparts C,D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

**L.14 CERTIFICATES OF INSURANCE**

**L.14.1** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in Section I.8 prior to commencing work. Evidence of insurance shall be submitted within fourteen (14) days of contract award to:

Jerry M. Carter, Contracting Officer  
District Department of Transportation  
2000 14<sup>th</sup> Street, NW, 6<sup>th</sup> Floor  
Washington, DC 20009

**L.15 ACKNOWLEDGMENT OF AMENDMENTS**

**L.15.1** The offeror shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A, Solicitation, Offer and Award form; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offerors' failure to acknowledge an amendment may result in rejection of the offer.

**L.16 BEST AND FINAL OFFERS**

**L.16.1** If, subsequent to receiving original proposals, negotiations are conducted, all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and Final Offer will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in the District's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for best and final offers to all offerors still within the competitive range.

**L.17 LEGAL STATUS OF OFFEROR**

**L.17.1** Each proposal must provide the following information:

**L.17.2** Name, Address, Telephone Number, Federal tax identification number and DUNS Number of offeror;

**L.17.3** A copy of each District of Columbia license, registration or certification that the offeror is required by law to obtain. This mandate also requires the offeror to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862 (2001), if the offeror is required by law to make such certification. If the offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

**L.17.4** If the offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

**L.18 FAMILIARIZATION WITH CONDITIONS**

**L.18.1** Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties, which may be encountered, and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

**L.19 STANDARDS OF RESPONSIBILITY**

**L.19.1** The Offeror must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements, therefore, the Offeror must submit the documentation listed below, within five (5) days of the request by the District.

**L.19.2** Provide evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

**L.19.3** Provide evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

**L.19.4** Provide evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.

**L.19.5** Provide evidence of compliance with the applicable District licensing and tax laws and regulations.

**L.19.6** Provide evidence of a satisfactory performance record of integrity and business ethics.

**L.19.7** Provide evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.

**L.19.8** Provide evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations

**L.19.9** If the Offeror fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is

insufficient to make a determination of responsibility, the Contracting Officer shall determine the Offeror to be non-responsible.

## **L.20 DETERMINATION OF CONTRACTOR CONFLICTS OF INTEREST**

- L.20.1** The Contractor shall submit with his technical proposal a detailed description of the scope of work currently being performed and recently performed by the Contractor for DDOT and any of their affiliates.
- L.20.2** The Contracting Officer will review all statements submitted and may require relevant information from the Offeror. All information provided and any other relevant information known to the District will be used to determine whether an award to the Offeror may create a conflict of interest. If such a conflict of interest is found to exist, the CO may 1) disqualify the Offeror, or 2) determine it is otherwise the best interest of the District to contract with the Offeror and include appropriate provisions to mitigate or avoid such conflict in the contract awarded.
- L.20.3** An offeror's refusal to provide disclosure or representation or any additional information required, may result in the disqualification of the Offeror or award. If non-disclosure or misrepresentation is discovered after the award, the CO may terminate the resulting contract. If after award, the Contractor discovers a conflict of interest with respect to the contract awarded as a result of this solicitation, which would not reasonably have been known prior to award; the Contractor shall make an immediate full disclosure in writing to the Contracting Officer. The Disclosure shall include a full description of the conflict, a description of the action or proposes to take to avoid or mitigate such conflict. The Contracting Officer may, however, terminate the contract for convenience if he or she deems that termination is in the best interest of the District.

**PRE-PROPOSAL CONFERENCE**  
**Regional Evacuation Traffic Monitoring and Management Tools**  
**RFP NO.: DCKA-2007-R-0081**  
**03/30/2007**

**QUESTIONS AND ANSWERS**

- Q.1) Can you confirm the statement at the preproposal conference that the proposer should propose an area within the National Capital Region (NCR) to be used for ETE estimation? Our understanding based on the meeting is that a detailed evacuation study of the entire NCR is not anticipated, given the budget for this effort.
- a. Correct, DDOT does not have a specified perimeter for the study area except that the entire District of Columbia be included in the study area as a minimum. Due to the fact that the contractor will be defining the appropriate size and factors for the evacuation planning zones, DDOT recognizes that the study area could vary does not wish to have a predetermined perimeter when the data may not agree.
- Q.2) Please confirm that the emergency scenarios to be studied should be of the following scopes:
- a. A “local” evacuation (from one ERPA to its neighboring ERPA) representing an emergency of limited extent; and  
i. Confirmed
- b. An l evacuation of a Washington DC metro area into the surrounding NCR communities  
i. Confirmed
- Q.3) Please confirm that the deliverables from this project are in the form of reports. The software used to compute ETEs is not a deliverable.
- a. Correct it is in the form of a report, however DDOT will request an electronic copy of any data augmented by the contracting team (i.e. EPZ zones created, GIS files of road network, etc.). DDOT does not request the software package used to develop the time estimates.
- Q.4) Can we review previous evacuation planning work and databases prior to the proposal due date?
- a. No, all documents required for developing a proposal were included in Attachment J. Potential Bidders should review the DDOT website and under the Emergency Preparedness tab review the DDOT documentation.

Q.5) How often are coordination meetings to be scheduled?

- a. At a minimum at least one conference call every 10 business days to ensure there are no delays in project delivery. In regards to stakeholder meetings DDOT would anticipate 12 meetings where contractor support would be needed to present findings and answer questions.

Q.6) Is there any objection to reformatting the existing zonal structure to be reformed into Emergency Response Planning Areas for ETE analysis purposes?

- a. Not at all, please propose best practices to ensure DDOT

Q.7) Have you identified specific types of hazards precipitating the emergencies to be considered?

- a. No, anything to require people to leave an evacuation planning zone from a chlorine spill to a tornado.

Q.8) Does the 50 page proposal limit apply to technical discussion, cost issues and schedules? Can qualifications and resumes be added to the 50 page limit cited?

- a. The 50 page proposal limit applies directly to discussing the bidders proposal for completing the specified tasks and any issues the bidder for sees as a potential problem. Resumes and qualifications are not part of the 50 page limit

Q.9). Vehicle Data. How do you currently estimate traffic volume? Do you have a # persons per vehicle formula or an planning number to vehicles that you expect to evacuate?

- a. DDOT currently collects traffic volume through manual counts. We have no active data collection stations.
- b. No, this is something that the contractor and DDOT will need to develop.

Q.10).Geospatial Information System (GIS) data. Do you have GIS data available for the road networks in this study in a polyline shape file? If not, what format is your GIS data for the DC area and surrounding jurisdictions?

- c. Yes, we have a very extensive GIS Database

Q.11).Have there been any previous studies done on an evacuation of the DC area and surrounding jurisdictions? If so, will that data be available to the contractor for this project?

- d. Yes, there have been five recent studies

- i. One with Metropolitan Council of Governments to develop a regional plan
- ii. One with DDOT to develop its Emergency Transportation Annex
- iii. One with DDOT to develop a traffic signal model and deployment plan for emergency evacuation (Currently being completed)
- iv. One with DDOT to develop a model and plan for the pedestrian evacuation (Currently being completed)
- v. One with the National Capitol Region to develop a Regional Plan.

- b. All deliverables from these projects will be provided to the selected contractor

Q.12). Daytime population figures. Are there reliable figures for the daytime population of the DC area and surrounding jurisdictions? If so, how are those figures listed, e.g. zip codes/ZCTAs, wards or other boundaries?

- a. I believe most of our information regarding Daytime population is from the Census bureau. The District does have day time information in various formats including census blocks, traffic analysis zones, and zip codes.

Q.13). Section B.1: “The goal is to develop a *model* that will provide District and Regional Emergency Planners with a stronger...” -- Please clarify the term “model.”

- a. Model is in reference to the technical approach used by the contractor to develop the final product.

Q.14). Section C.4.2: “The Contractor is expected to use sound science, and *develop a model using a model* that can be considered acceptable to the modeling community.”— Please clarify the sentence. Is the outcome a ‘transportation model’ that is acceptable to the ‘transportation modeling’ community?

- b. Not necessarily; we are mostly interested in the technique used to develop the time estimate.
- c. In regards to acceptable to the modeling community, this means that when the project is complete and the numbers are held up, DDOT wants to ensure that there was some type of validation/quality control to ensure the times have some validity.

Q.15). Other than DDOT, who are the other possible stakeholders for this project?

- d. District Agencies: EMA, Metropolitan Police Department, Fire and EMS

- e. Regional: Metropolitan Washington Council of Governments – Regional Emergency Support Function #1 subcommittee, Maryland DOT, Virginia DOT, and Senior Policy Group and City Administrators Organization who manage all Homeland Security funds.
- f. DDOT will be the only reviewers of the RFP.

Q.16). Section F.2: (C.5.8) Presentation to Regional Emergency Support Function #1 group, DDOT work groups and others is scheduled **352 days** from the award of the contract, and the Draft Final Report transmitted to NCPC **325 days** from the award of the contract. Section C.5.8.1 mentions possible presentation of the findings to DDOT and possibly the Emergency Planning Council, if requested. Is that the Draft Report or the Final Report? The schedule (352 days) mentioned in F.2 (C.5.8) would indicate it is the Final Report, not the Draft Report (325 days). Please clarify.

- g. The draft report is due in 352 days and the final report and all deliverables due in 365 days. This is a one year project.

Q.17). Section L.3.3: We understand that the key personnel resumes are part of the 50 page limit of the Technical Proposal. Will *non-key personnel resumes* be counted as part of the Technical Proposal page limit?

- h. Yes

Q.18). Section L.2.3.2.3.1: "...how the Offeror intends to manage staff and information to ensure that work is completed to the performance standards set forth in this RFP."—Please clarify the specific 'performance standards' that have been established for this RFP, if any.

- i. There are no specific "performance standards" as stated in this RFP in regards to staff and information management other than to say that DDOT expects the contractor to complete the scope of this project.

Q.19). Section M.4.2: Line Item # 5—Just to ensure that the evaluation factor is 'Past Performance' and *not* 'Past Presentation'. Please confirm.

- j. Confirmed - Section M.4.2, Line Item #5 should read "Past Performance" and not "Past Presentation".

Q.20). Section M.4.2.1.1: "The technical approach addresses and assures in detail realization of the procurement objectives identified in **Section L.2.2** of this RFP."-- Section L.2.2 refers to Pre-proposal conference Q & A related discussions. Is that the right intended reference?

- k. No, Section L.2.2 should be deleted and replaced with "the scope." This statement reiterates that the technical approach should speak clearly too how the contractor intends to complete this project.



- l. Replace Section M.4.2.1.1 – with “The technical approach addresses and assures in detail realization of the procurement objectives identified in Section C.5 of the RFP”.

Q.21). Section M.4.2.2.2: The extent to which the project management approach addresses and assures realization of the procurement objectives identified in **Section L.2.2** of this RFP.”-- Section L.2.2 refers to Pre-proposal conference Q & A related discussions. Is that the right intended reference?

- m. Replace Section M.4.2.2.1 – with “The extent to which the project management approach addresses and assures realization of the procurement objectives identified in Section C.5 of the RFP”.

Q.22). Section J: Which of the documents and certifications (especially those under J.2, J.3 and J.5) have to be submitted with the proposal and which are to be submitted if awarded the contract?

- n. Section J (Attachments) – Submit J.2, J.3, J.4 and J.5 with your proposal.